

### SPECIAL EVENT CHECK LIST

1. Applicant shall submit a letter outlining as much as possible about the event. A minimum of 30 days notice is required. The information should include:
  - A. Date of event and number of people expected \_\_\_\_\_; Will you be using any form of advertising to spread the word about your event? If yes, what kind? \_\_\_\_\_; Is the general public invited? \_\_\_\_\_
  - B. Time frame of event
  - C. Type of event and location of event
  - D. Purpose of event
  - E. Will street closings be needed?
  - F. Will a public address system be used?
  - G. Will a tent or other above-ground structure be erected? Are utility connections needed? How will repair of the asphalt parking lot be conducted, if applicable?
  - H. If local merchants or residents will be affected, have they been notified? (A petition giving notice of the proposal and containing signatures of all businesses or residents within a 300' radius is required.)
  - I. If there are concessions, have Health Department permits been obtained?
  - J. Will there be sales associated with your event? If so, please provide the vendor's names and tax identification numbers.
  - K. Will pylons or barricades be needed? **If furnished by city, there will be a charge assessed, payable upon billing by the city.**
  - L. Is there a need for traffic control? **Traffic control provided by the city shall be reimbursed to city or paid in advance to off-duty police officers working the event.**
  - M. What arrangements have been made for special security personnel? **Security personnel provided by the city shall be paid directly to off-duty police officers hired, or reimbursed to city.**
  - N. Will there be any special parking requirements or arrangements needed? **If furnished by the city, charges for same shall be paid directly to the police officers or reimbursed to city.**
  - O. Will signage of any kind be needed?
  - P. Will special water service to the event be required? **Arrangements for potable water shall be made through the Public Works Department. If a construction meter is necessary, a billing will be sent following the event payable to the city.**
  - Q. What arrangements have been made for restroom facilities?
  - R. What arrangements have been made for trash barrels?
  - S. What arrangements have been made for site cleanup and restoration?
  - T. Is use of a helicopter planned? (See Ordinance #1985, approved April 15, 1996)
  - U. Is a parade contemplated? (See Ordinance #2058, approved April 7, 1997)
2. Applicant should be informed of:
  - A. The need to present a Certificate of General Liability Insurance in the amount of \$1 million, naming the City of Broken Arrow as an additional insured if rights-of-way or public property are being used.
  - B. "Application for Special Events - Use of Rights-of-Way" form (see attached).
3. If necessary, a final coordination meeting with appropriate City representatives will be held not later than one (1) week prior to the event.
4. The City Clerk will prepare fact sheet for Council approval, if applicable. If City Council approval is required, your organization will be notified of the date of the Council meeting. A representative of your organization must attend to answer any questions the City Council might have concerning your application.

**APPLICATION FOR SPECIAL EVENTS**  
**USE OF RIGHTS-OF-WAY**

DATE

NAME OF APPLICANT .....

DESCRIPTION OF EVENT .....

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DESCRIPTION OF ROUTE.....

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COUNCIL VARIANCES NEEDED: .....

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(do not write below this line).....(do not write below this line)

**APPROVAL OF CITY OFFICIALS**

FIRE CHIEF: \_\_\_\_\_ DATE.....

POLICE CHIEF: \_\_\_\_\_ DATE.....

CITY CLERK: \_\_\_\_\_ DATE.....

PUBLIC WORKS DIRECTOR: \_\_\_\_\_ DATE.....

CHIEF BUILDING INSPECTOR: \_\_\_\_\_ DATE.....

SAFETY MANAGER: \_\_\_\_\_ DATE.....

CITY COMPTROLLER: \_\_\_\_\_ DATE.....

PARKS AND RECREATION DIRECTOR \_\_\_\_\_ DATE.....

SPECIAL EVENTS COORDINATOR \_\_\_\_\_ DATE.....

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**CITY COUNCIL APPROVAL:** Not Applicable \_\_\_\_\_ Applicable \_\_\_\_\_ Date Approved

SPECIAL CONDITIONS: .....

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